

# California Housing Finance Agency Job Opportunity

## Housing Maintenance Inspector, California Housing Finance Agency

Salary Range	\$5136-6238
Final File Date	Open until filled
Division	Asset Management Division
Specific Location	12 <sup>th</sup> & L Streets, Sacramento
<b>Tenure &amp; Timebase</b>	Permanent & Full-time
Number of Positions	Two
Travel	This position requires statewide travel, by car, 60-65% of the time; generally a week out in the field followed by a week in the office, and so on. Travel is concentrated in the Bay Area, Fresno, Sacramento and I-80 corridor—extreme travel locals are Eureka to Monterey, Weed to Tahoe.
Questions?	Carol LiVecchi 916-327-5172 or <a href="mailto:clivecchi@calhfa.ca.gov">clivecchi@calhfa.ca.gov</a>
Who Should Apply	Qualified candidates must have eligibility for State employment, or be in a reachable rank on an employment list for this classification, or be currently in this classification, or have transfer eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants be sure to attach proof of this status to your application.
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 <i>Note on the front of your application that you're applying for the Housing Maintenance Inspector position in the Asset Management Division.</i>
Duties	<p>Under the direction of the Asset Management Officer, position is responsible for inspection, monitoring, and control of the physical/maintenance aspects of developments financed by the California Housing Finance Agency (CalHFA), for keeping Asset Management Officer apprised of issues affecting or impacting portfolio, and for reporting to Asset Management Officer on progress of work assignments. This position requires travel, by car, 60-65% of the time, and may include overnight stays. The incumbent must possess a valid California driver's license. The position's responsibilities include the following:</p> <p><u>Essential Functions:</u></p> <p>65%      Physically inspects assigned Agency financed properties from one to four times per year depending on the level of oversight necessary. Evaluates the quality of maintenance based on Agency standards for safe, decent, and sanitary housing. Provides advice and assistance to management agents on maintenance techniques and identifies repair and other maintenance needs.</p> <p>10%      Reviews and comments on energy audits, preventive maintenance plans, plans and specifications for major work, and proposals for alterations/improvements, and provides recommendations to the Asset Management Officer as well as to the Housing Finance Specialist assigned to the project. Oversees ongoing compliance with Operating and Maintenance</p>

<p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>Plans and/or Physical Needs Assessment Plans (where this applies) to ensure that potential environmental hazards and long-term construction improvements identified during the underwriting process are mitigated per the approved Plan(s).</p> <p>10%      Reviews and comments on maintenance aspects of management plans and project management reviews. Inspects properties of proposed management agents and owners, and reports on quality of maintenance service. During portfolio restructuring action, such as Transfer of Physical Assets (TPA), loan modification, workouts, etc., identifies deferred maintenance and needed improvements. Works closely with the Housing Finance Specialist to review and comment on requests for withdrawals from reserves and prepares a critique of the replacement reserve analysis as it relates to capital improvement projects.</p> <p><u>Marginal Functions:</u></p> <p>10%      Prepares correspondence and reports related to job functions. Prepares written Inspection Reports and follow-up correspondence to management agents and owners. Responsible for providing a copy of the inspection report to HCD, TCAC, and Housing Authorities when appropriate.</p> <p>5%      Performs other duties on initiative or request.</p>
<p><b>Special Requirements</b></p>	<p>The incumbent must possess a valid California driver's license.</p>
<p>4/7/2006</p>	